



# U.S. DEPARTMENT OF **ENERGY**

## **EM'S DEVELOPMENT PROGRAM FOR NEW MANAGERS/SUPERVISORS**

March 26, 2013

Office of Human Capital and Corporate Services



**EM** *Environmental Management*

safety ♦ performance ♦ cleanup ♦ closure

[www.em.doe.gov](http://www.em.doe.gov)

# Topics to Be Discussed

- Program Attributes
- First Year: Core Development Activities
- Second Year: Core and Elective Development Activities
- Additional DOE/EM Mandated Development (Annually)
- Recommendations



# Program Attributes

- As the most recent addition to EM's Leadership Excellence Program (LEP), all new managers/supervisors are to participate in this development program.
- The program meets OPM, DOE and EM requirements for new managers and supervisors.
- Program consists of 80 hours of supervisory development over a 2-year period; 40 hours/year.
- First year: core (required) development activities; Second year: core and elective development activities.
- Each new manager/supervisor is expected to develop an Executive Excellence Plan (EEP) or Individual Development Plan (IDP), as appropriate, incorporating program requirements.



# First Year: Core Development Activities

- Forty hours of supervisory development, as follows:
  - *Supervisory Essentials, Strategies for Success (32 hours)*
  - *Navigating the Federal Hiring Process (8 hours)*
- Additionally, the following development activities:
  - *Develop EEP or IDP, as appropriate (first month)*
  - *Take 360° Assessment (end of year)*
  - *Select/meet regularly with mentor/Coach*
  - *Take Collective Bargaining Agreement refresher*
  - *Take E-Performance training*



# Second Year: Core and Elective Development Activities

- Forty hours of supervisory development, as follows:
  - *Coaching for Performance (8 hours)*
  - *Dealing with Difficult People (8 hours)*
  - *Conflict Resolution (8 hours)*
  - *Safety Conscious Work Environment (8 hours)*
  - *Electives (8 hours)*
    - Suggested Elective Development Activities
      - Federal Executive Institute (FEI)
      - DOE Leadership Development Series (Leadership Seminars)
      - Leading EDGE- Executives Driving Government Excellence
      - Other classroom courses, online courses , webinars, conferences/seminars



# Additional DOE/EM Mandated Training (Annually)

- All supervisors (8.5 hours of online training)
  - *Diversity & Inclusion* (2 hours)
  - *Continuity of Operations Plan (COOP)* (.5 hour)
  - *Ethics* (1 hour)
  - *Information Systems Security Awareness* (1 hour)
  - *No Fear Act* (1 hour)
  - *Privacy Act* (1 hour)
  - *Federal Employee Occupational Health and Safety (FEOHS)* (for Managers; 1 hour)
  - *Records Management* (1 hour)

